

**UNITED STATES DEPARTMENT OF AGRICULTURE
RURAL DEVELOPMENT
BISMARCK, ND 58502**

September 1, 2006

SUBJECT: State Internal Review (SIR) 5-Year Plan

TO: State Office and Field Offices in North Dakota

PURPOSE/INTENDED OUTCOME:

This Administrative Notice (AN) is issued to notify State Office and field office staff of the five year schedule for State Internal Reviews (SIRs) and centralized program reviews in North Dakota.

COMPARISON WITH PREVIOUS AN:

This AN replaces ND AN No. 1453 (2006-M) which expires September 22, 2006.

IMPLEMENTATION/RESPONSIBILITIES:

Management Control Officer (MCO) duties have been delegated to Debra Steinwand. The MCO is the team coordinator for all SIRs.

Complete, comprehensive evaluation reviews in all program areas and administrative functions will be conducted in selected field offices and/or centralized State Office program areas each fiscal year in accordance with the requirements of Rural Development Instruction 2006-M and this Administrative Notice.

In compliance with RD Instruction 2006-M, the 5-year SIR plan has been established as shown on Exhibit A. The SIR schedule for FY 2007 is as follows:

Bismarck Local Office	January 22 – February 2, 2007
Devils Lake Area Office	June 4-15, 2007

EXPIRATION DATE:
September 30, 2007

FILING INSTRUCTIONS:
Following RD Instruction 2006-M

A State Senior Management (SSM) team has been established to assist the State Director and MCO plan the SIRs, review SIR team reports and reviewed offices' action plans, and make recommendations regarding SIR report closure. The SSM team will be:

- Administrative Program Director
- Business & Community Program Director
- Housing Program Director
- Area Directors
- Assistant Area Directors
- Civil Rights Manager

The SIR team to conduct the field office SIRs for FY 2007 consists of the following State Office staff:

- Debra Steinwand, Management Control Officer
- Carol Reed, Civil Rights Manager/ Assistant State Environmental Coordinator
- Sandra Sipma, Contract Program Manager
- Donald Warren, Housing Program Director
- Barry Borstad, Single Family Housing Specialist

All employees should review RD Instruction 2006-M to familiarize themselves with the SIR process. If there are any questions regarding the SIR process, please contact Debra Steinwand at 701-530-2058.

/s/ Clare A. Carlson
CLARE A. CARLSON
State Director

Attachment

STATE INTERNAL REVIEW (SIR) 5-YEAR PLAN

OFFICE	LAST REVIEW	FY 07	FY 08	FY 09	FY 10	FY 11
Field Offices:						
Devils Lake Area Office	4-02	X				X
Bismarck Local Office	2-03	X				
Valley City Area Office	3-04		X			
Dickinson Area Office	6-04			X		
Park River Local Office	3-05				X	
Minot Area Office	4-06				X	
Williston Local Office	11-05					X
State Office Centralized Programs:						
Community Facilities	6-05			X		
Water & Waste and WEP	6-05			X		
Rural Business Services	6-03 *(BPAR)		X			

Program areas to be reviewed in the Area Offices include Multi Family Housing, Single Family Housing, Civil Rights, Environmental, Procurement, Automation, Community Development, and Administrative functions.

Program areas to be reviewed in the Local Offices include Single Family Housing, Civil Rights, Environmental, Procurement, Automation, Community Development, and Administrative functions.

Community Facilities, Water and Waste, and Rural Business-Cooperative Services program areas are centralized in the State Office. These program areas will be reviewed by a SIR Team consisting of individuals from other states or the National Office.

* BPAR – Business Programs Assessment Review – Reviews conducted by the National Office. These reviews are considered part of the SIR 5 year plan. If a BPAR is not conducted a minimum of once every 5 years, then a SIR must be completed.